

August 19, 2009

TO: LA&S Tenure & Tenure Track Faculty
FROM: Gwen Havranek, Director, Business Operations
RE: Faculty Research Support: 2009-10

The Dean's Office recognizes the importance of supporting faculty research and the focus of this initiative is to provide student assistants to faculty members to advance active research projects that will result in publication in refereed venues or an equivalent outcome. We are pleased to announce that we will continue to provide this support again this year. We have modified the application process by expanding the time frame within which awards are valid including summer sessions. In contrast to the former application-by-semester system, the new application process will follow a rolling submission model, beginning Aug. 21, 2009 and ending Feb. 2, 2010. Awards are valid beginning Aug. 28, 2009 and expire June 23, 2010. The new process also asks applicants to project the number of hours per week and number of weeks during the fiscal year an assistant will be needed (see application form). Provided funding is available, next year's (2010-11) application cycle will be announced in April 2010 and will cover the period July 1, 2010 - June 15, 2011.

Although students assisting faculty are expected to gain valuable experience, student research is directly supported through other initiatives. Therefore, students hired to these positions do not necessarily have to be declared majors in the faculty member's department or area, although this may be desirable. Funds may be used only to pay student assistants who will be available to faculty to support the proposed active research project during the stated award period. This initiative does not provide support for supplies, materials, travel and/or equipment. Student assistants must be eligible to be appointed on the student assistance payroll. (See <http://www.newpaltz.edu/payroll/tempervice.html>). Students may not be compensated under this program and receive academic credit simultaneously through an independent study for this work. The standard hourly rate for undergraduate students is \$7.25. Higher hourly rates may be awarded but rates in excess of \$10/hr. require a justification prepared by the department and describing how the student's experience or nature of work supports the higher rate. Justifications should be submitted directly to Payroll, HAB #301. Your award will not, however, be increased if a higher hourly rate is approved.

Application Deadline: **Rolling-beginning August 21, 2009 and ending February 2, 2010.**

Awards will be announced 3 weeks after receipt and review by the Dean.

All student time sheets must be submitted by **June 23, 2010** as funds expire at the end of the current fiscal year, i.e., June 30, 2010, and cannot be carried over to the next fiscal year. If time sheets are not submitted by June 23, 2010 students risk not being paid for the work they performed.

Application Process

Submit complete applications to the Dean, JFT #614, for review.

Dean's Office staff reviews applications that are received by the deadline indicated. All tenure and tenure-track faculty are eligible to apply. No group applications will be considered. If you have received prior support through this program a progress report (attached) is required, and must either accompany your current application or be filed through the recipient's department chair by **September 15, 2009**. Failure to file timely may negatively affect an individual's consideration for future professional development support from the Dean's Office.

The Dean's Office looks forward to administering this program and encourages a wide range of participation from our faculty. If you have questions regarding the program, please contact either Dean Schiffer or Associate Dean Turk.

attachments

xc: J. Schiffer, Dean, LA&S
S. Turk, Associate Dean, LA&S
L. Spangler, Associate Dean, LA&S

LA&S Faculty Research Support Initiative Application

Name: _____ Rank: _____
Insert the year for which you are applying: _____ Tenured: _____
Indicate # of hours/week, and how many weeks you are Non-tenured: _____
requesting funds for a student assistant _____ Telephone Extension _____
Department: _____ E-mail address _____
Title of Research Project: _____

Have you received prior funding through this award? Yes _____ No _____ If yes, attach a copy of your progress report.

Have you received other funding to support this project? Yes _____ No _____ If yes, indicate date, source(s) and amount(s) received:

Does this project require IRB approval? _____ If so, attach IRB approval notice.*

Briefly describe your research project and indicate if this is a new or a continuing project:

Briefly describe how you will utilize the student assistant (and, if applicable, describe potential academic benefit to the student):

Indicate work location for student and arrangements for access. (Student assistants will not be issued keys and should be scheduled during hours that buildings are open.)

What outcome do you expect from this work this term?

What outcome do you expect when this work is finished?

Applicant's Signature/Date

Department Chair's Signature/Date

LA&S Faculty Research Support Initiative Progress Summary

Name: _____ Department: _____

Indicate year of award: _____

Title of Research Project: _____

Number of semesters you have received an award for this project: _____

Summarize the progress you have made on this project. Address both short-and long-term objectives as well as any modifications to your original application.

What percentage of your award was expended: <50 _____ 51-65 _____ 66-75 _____
76-85 _____ 86-95 _____ 96-100 _____

Applicant's Signature/Date
7/2009

Department Chair's Signature/Date

Return to the Dean's Office/LA&S, JFT #614